

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 07-348

OPENING DATE: 23 November 2007

CLOSING DATE: 27 December 2007

ANTICIPATED FILL DATE: 20 Jan 08

POSITION TITLE AND NUMBER

Readiness Technician (Exc/Indef)
PDCN 7052800, MD# 2551-01LV

UNIT/ACTIVITY AND DUTY LOCATION

430th EOD CO, NCARNG
Greenville, North Carolina

GRADE AND SALARY (Includes Loc Pay of 12.64%)

GS-0303-08 \$39,594.00-\$51,475.00

EMPLOYMENT STATUS

Excepted Service

WHO CAN APPLY: The area of consideration for this announcement is the STATEWIDE. Applications will only be accepted from current Excepted employees of the North Carolina Army National Guard, current military members of the North Carolina Army National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), Resume or any other form of application. It is required that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. Applications must reflect duties and responsibilities of positions/jobs addressed within the KSAs. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: JFHQ-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. NOTE: Information that must be provided when applying for a technician position is: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.

QUALIFICATION REQUIREMENT: Must have 18 months specialized experience which demonstrates that the applicant has acquired the below listed KSA's. The application or resume must reflect the required 18 months experience. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application. In-service placement actions will be considered when applicable

KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants must address each KSA individually in paragraph format by explaining any civilian and military work experience (*with inclusive dates that reflect 18 months of specialized experience*) that provided that KSA. It is required that this statement be attached to the application. Failure to include KSA's with inclusive dates will result in the applicant not being considered for this position. For more information or assistance, call 1-800-621-4136 ext. 6172/6431.

1. Knowledge of rules, regulations and procedures for establishing and maintaining files and records.
2. Knowledge of specialized procedures and technical application of the administrative work.
3. Skill in gathering information, compiling data and preparing reports.
4. Knowledge of regulations and procedures related to the type of work performed by the function.
5. Skill in analyzing data and information, making recommendations, conducting comprehensive evaluations and making presentations.

MILITARY ASSIGNMENT: Assignment to a compatible Warrant Officer or Enlisted position in the 430th EOD CO (WO: 420A, 920A, 920B; Enl: Predominant MOS of Unit or Organization)

CONDITIONS OF EMPLOYMENT: 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment on the reverse side of this announcement. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

PRINCIPAL DUTIES AND RESPONSIBILITIES: Advises the commander on training, logistics, personnel and unit mobilization readiness requirements and ensures the unit develops, updates, and maintains comprehensive mobilization plans. Duties include, but are not limited to, preparation of the unit's required mobilization reports and documents such as transportation reports, load plans, movement plans, post mobilization training support, and alert rosters. Reviews and implements mobilization directives. Ensures the completion of security clearance requirements. Ensures incoming correspondence, regulations, and publications are reviewed, interpreted, and implemented. Serves as primary point of contact for input into the unit readiness reports. Performs continuous analysis and refinement of unit readiness data to ensure validity, currency, accuracy, and availability to the battalion headquarters. Provides training and assistance to commander, and unit personnel, on reporting procedures and other matters pertaining to readiness. Manages the military school program of the unit. Coordinates with higher headquarters and/or Deputy Chief of Staff, Operations Training Branch, to obtain quotas for personnel to attend schools (Service, NCO, Special, etc.). Monitors the expenditure of funds for additional training assemblies. Monitors use of school quotas, training support mandays, and other training resources when they are allocated to the unit. Ensures school applicants are eligible to attend the schools and all prerequisites are met. Prepares and/or reviews training directives, individual training records, operation orders, mobilization plans, SOP's, and readiness reports. Reviews or prepares training schedules and plans for approval of commander and higher headquarters. Ensures the maintenance of training guidance and documents as required by higher headquarters. Prepares and/or reviews automated requests for orders. Prepares and reviews draft correspondence for approval by commander or higher level supervisor. As required, reviews or completes training expenditure forecasts. Ensures coordination of all training programs for the unit to include the scheduling of training areas, obtaining equipment and other materials required for testing of personnel, and training scorer/evaluators or test officers. Ensures the procurement, design, reproduction, and distribution of a variety of training aids, map overlays, and transparencies that are necessary to unit personnel for the efficient operation and training of the unit. Forecasts, allocates, and monitors the usage of training ammunition for the unit. Ensures ammunition requests are submitted and fully justified and in-keeping with authorization and issuance of ammunition. Reviews and forwards unit request for training ammunition. As directed, ensures the armory is properly cared for, safeguarded and the process for rental of the facility is handled in accordance with governing directives. Safeguards the building and its contents by developing building security plans, testing intrusion detection systems, and monitoring security procedures to determine if unit members are adhering to guidelines. Serves as the automation terminal security officer (TSO) for the unit. Coordinates with the janitor (when assigned) to ensure the building is cleaned and ready for use by organizations during their scheduled events. Determines the propriety of the purposes for requested use of the facility. Denies use of the building when the purpose for its use is improper or if the requesting group has undesirable characteristics. Accounts for the monies received from armory rental and armory operating funds. Prepares armory financial status reports and forwards to higher headquarters. Manages the facility obligations, to include payments as required, for repairs and/or utilities. Maintains working relationships with local officials, clubs, etc., for a variety of purposes such as, armory security coordination with police, suitability investigations, armory rental, unit participation in celebrations; or, fund raising drives, emergency operations and homeland security, and to provide public information about the National Guard. Works with community organizations to obtain support for the National Guard. As required, attends meetings as the National Guard representative to effectively coordinate the National Guard's participation in civic activities. Coordinates the recruiting and retention efforts of the unit with full time Recruiting and Retention personnel. Performs recruiting duties to maintain the unit at authorized strength. Establishes personal contact and maintains effective working relationships with assigned recruiters, public officials, civic groups, veterans' organizations, schools, active duty recruiters and other organizations and groups. Participates in school activities such as "career days" for the purpose of informing individuals and groups of the benefits in joining the National Guard. In the absence of assigned janitorial staff works with other assigned full time support personnel, to care for, clean, and maintain the National Guard Armory to include lawn care and general maintenance. Provides day-to-day supervision for AGR soldiers and dual status technicians. Prioritizes and assigns work to subordinates. Coordinates with higher level supervisors to fill vacancies. Incumbent refers problems to the proper command level to be solved. Ensures all employees are trained to complete day-to-day operations. Supervises contract or state employees as required. Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

Announcement No ARNGT 07-293 (Cont)

ADDITIONAL INSTRUCTIONS: Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories: Male or female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 3. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment. 5. *This position is to be filled indefinite. Individual selected may be terminated from employment upon receipt of a 30 day notice if shortage of funds or workload so dictates. Selected individual will be eligible for retirement and insurance benefits. Selected individual may be non-competitively converted to a permanent status if this position becomes permanently funded.*

DISTRIBUTION: A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, G4-4, G3-3, G1-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1

INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974